

## **EBA Guidelines for Compiling CLE Quality Materials July 2021**

The following are Guidelines regarding the compilation of CLE Quality Materials for EBA programs to ensure approval from state bar associations.<sup>1</sup>

### **General Guidance:**

*Written materials have multiple purposes:*

- Ensure thorough course preparation by the session provider
- Minimize the need for attendees to take extensive notes during the presentation so they can focus attention on the presentation
- Create useful reference materials
- Permit bar association boards to evaluate the quality and nature of the course and the actual subject matter covered for the purpose of determining whether the topics addressed are appropriate for accreditation

*Written materials should:*

- Be current and up-to-date
- Directly, concisely, and adequately cover the subject matter in a way that effectively and thoroughly instructs attendees on the topics covered
- Assist participants in improving their legal competence

*Written materials can:*

- Be prepared specifically prepared for the course
- Be a book, chapter of a book, article, or other writing directly on point to the presentation.
- Include *as supplemental material* primary sources, such as statutes, regulations, cases, briefs, pleadings or motions, but they do not by themselves satisfy the written materials requirement
- Include compilations of articles and informational resources *as supplemental material*, but they do not satisfy the written materials requirement if they require an attendee to research through the documentation to discern, ascertain, or search for the information conveyed during the program.

### **Specific Guidance**

*Presentation Slides:* must be distributed to attendees before the presentation.

*Hypotheticals:* Written materials containing only hypotheticals are not sufficient. Hypotheticals need to be accompanied by course materials that (1) assist the understanding of the subject matter and have reference value to participants or (2) provide a thorough written discussion of and/or responses to such hypotheticals.

*List of Reference Materials:* Bibliographies or a list of reference materials, such as internet sites, standing alone, do not constitute high quality written materials.

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<sup>1</sup> These Guidelines are based on MCLE Opinion 14 of the Virginia State Bar.